**OHIO ARMY NATIONAL GUARD**

**[Unit, Address]**

OFFICE SYMBOL [Date]

MEMORANDUM FOR RECORD

SUBJECT: Unit Family Support Liaison

[Name], [Email], [Phone] is appointed the Military Liaison.

2. Authority: CNGBI 1800.02

3. Purpose: To serve as the family readiness point of contact for the commander and to coordinate all military support required by the SFRG for special activities and programs. To report to the commander on FRG activities, concerns and issues. To inform the SFRG on the commander’s guidance and decision concerning support initiatives.

4. Period: Until Officially Relieved or Released from appointment or assignment.

5. Special Instructions: Individuals shall become familiar with duties and responsibilities of the position outlined in the in the above reference and other pertinent directives and attend SFRG Training every four years.

6. POC for this memorandum is [Name], [Email], [Phone].

 [Commander’s Name]

 [Rank & Branch]

 Commanding

DISTRIBUTION:

Military Liaison Listed

Unit SFRG Binder

SFRG Binder

Regional SFRS